

Newcastle City Council
Pre Apprenticeship
Job Description



Division: Human Resources

Post Title: Childcare Pre Apprentice

Grade: National Minimum Wage according to age

Job Purpose: To undertake a learning programme and to assist in providing nursery & childcare support to the service.

Main Duties: The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To assist with provision of childcare duties ensuring children are cared for in a happy, safe and stimulating environment.
- 2 Gain an understanding of childcare and all round child development.
- 3 To assist with the use of a variety of equipment provided to enhance the environment for children.
- 4 Assist with activities to meet the needs of children.
- 5 Attend training courses and complete all required work within target timescales as set out within individual learning plans, reviews, college timetables and tutor instructions.
- 6 Attend reviews with support officer and report learning progress
- 7 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures
- 8 Promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.